



ROCKY MOUNTAIN COORDINATING GROUP

Bureau of Indian Affairs (Southwest, Rocky Mountain and Great Plains Regions)
Bureau of Land Management (Colorado and Wyoming)
Fish and Wildlife Service (Mountain/Prairie Region)
Forest Service (Rocky Mountain Region)
National Park Service (Intermountain and Midwest Regions)
State Agencies in Colorado, Wyoming, South Dakota, Nebraska and Kansas

Final Meeting Minutes
Rocky Mountain Area Spring Fire Management Meeting
March 31 - April 4 2003
Hitching Post Inn, Cheyenne, Wyoming

March 31, 2003

Joint meeting with Rocky Mountain Coordinating Group and Local Zone Board Chairs

Present: Ray Weidenhaft, RMCG-Wyoming State, Forestry Division
Chris Buckman, Durango Interagency Dispatch Center
Trina Reid, Casper Interagency Dispatch Center
Sue Muir-Bradshaw, USFS, Region 2
Bob Jacob, RMCG-BIA, Rocky Mountain Region
Larry Helmerick, Rocky Mountain Coordination Center
Mike Larsen, Rawlins Interagency Dispatch Center
Ken Kerr, Fish and Wildlife Service
Jim Krugman, RMCG-USFS, Region 2
Len Dems, RMCG-NPS, Intermountain and Midwest Regions
Andy Parker, Colorado BLM
Greg Warner, Cody Interagency Dispatch Center
Tom Corbin, RMCG-Rocky Mountain Region, BIA
Bobby White, Hutchinson Community College
Ross Hauck, Kansas Forest Service
Casey McCoy, Kansas Forest Service
David Carter, RMCG-FWS, Mountain/Prairie Region
Dave Farmer, Colorado State Forest Service
Kari Jablonsky, Casper Interagency Dispatch Center
Rich Homann, RMCG-Colorado State Forest Service

The Target Audience for this meeting was intended to be the RMCG membership and the Local (Zone) Board Chairs. RMCG had intended to meet with them and encourage them to attend the MAC exercise planned for April. No Local Board Chairs were present. Cody Interagency Dispatch Center Zone was represented by Greg Warner, Casper Interagency Dispatch Center Zone was represented by Trina Reid, Durango Interagency Dispatch Center was represented by Chris Buckman and Rawlins Interagency Dispatch Center Zone was represented by Mike Larsen.

Greg Warner, Cody Interagency Dispatch Center (CDC) Zone – CDC has guidelines and objectives for the Type III Incident Management team (IMT). The team will be organized, with name and positions, when the local Zone is at a Planning Levels 4 or 5. The local MAC group is identified but still needs the MAC training.



- Trina Reid, Casper Interagency Dispatch Center (CPC) Zone – CPC has a Type III IMT but has not designated names. CPC is working on an agreement with Northern Rockies and Billings Interagency Dispatch Center for exchange of resources for Initial Attack and Extended Attack.
- Chris Buckman, Durango Interagency Dispatch Center (DRC) Zone – DRC has one Type III team put together and is working on a second one. She reported on some other things DRC would have available this year such as a supply trailer and radio cache.
- Mike Larsen, Rawlins Interagency Dispatch Center (RWC) Zone – RWC has a cadre for the Type III IMT. The size of their zone limits them since it could take up to 4 hours for team members to arrive to a fire. They are talking about tying the Type III IMT to Planning levels. The Zone MAC group is nonexistent. They need to look at whom the MAC Group would consist of.
- Jim Krugman, Pueblo Interagency Dispatch Center (PBC) Zone – PBC has Type III teams in place. Pueblo zone is a huge area. There is currently a task group to look into local issues such as the size of the zone and response areas.

Some discussion followed concerning the states and All Risk assignments.

- Ray Weidenhaft reported that Wyoming State employees are not authorized to participate on all risk incidents outside the state of Wyoming. Fire IMTs are made up of 20% state and county people.
- Rich Homann said Colorado has no statute limiting their participation on all risk incidents. Colorado state employees will be paid through the state and then the state will be reimbursed. There is some difficulty getting reimbursed for non-fire incidents.

Joint meeting with Rocky Mountain Coordinating Group, Incident Commanders, and Deputy Incident Commanders

Welcome and introductions by RMCG, Ken Kerr

Present:

Steve Hart	Bill Hahnenberg
Doug Alexander	Mark Mullenix
Pete Blume	Larry Trapp
Fred Bird	Joe Hartman (past IC)

Pending 2003 Fire Season Issues, ICs and Deputy ICs

- Steve Hart talked about the 2002 fire season. The 2002 fire season had some heart wrenching events but was a real learning experience. He would like the teams to have a post-season incident stress debriefing. He feels the teams are being held accountable for some things they have no control over. Other subjects he hit on that will be affecting the teams during the upcoming fire season were: Length of assignment, all risk versus jobs at home, team members getting supervisors' approval and rotation schedule.



- Mark Mullenix is concerned about the team members' commitments. Some team members have already been out 40-60 days. He is concerned about how we will manage qualifications and training for contractors and would like to see more flexibility for more technical specialists. Teams are trying very hard to contain costs. Mark would like to see a form showing "how much was saved" since the cost figures are usually all we see.
- Pete Blume – Pete also expressed his concern with contractors. Teams never see the rates for contractors no who hired them. He encouraged everyone to use trainees whenever possible to increase our pool of qualified resources.
- Larry Trapp – Larry would like to see Region policy for hasty feedback from Fast teams. He is concerned about getting the word out to Agency Administrators about the lack of resources this season such as Aircraft! Larry would like to see some consistent policy on how teams should deal with donated food and drinks.
- Fred Bird – Fred asked how we assign Incident Business Advisors (IBAs). Sue Muir said and IBA is assigned to every Type 1 incident. The Forest Service has started training the Administrative Officers to be IBAs.
- Doug Alexander – Doug would like to see a roving Incident Stress Debriefing team. He would like to have the Fast teams, Safety teams and Review team debrief before they depart the incident so problems can be dealt with immediately.

Joint meeting with Rocky Mountain Coordinating Group, RMCG Committee Chairs, and RMCG Committee Liaisons

Each Committee Chair reported on Committee issues and plan of work.

- Dispatch Committee, Chris Buckman

- The Dispatch Committee is still finding out how ROSS is going to impact Dispatch. The Committee is working on way to increase the dispatch staffing levels to take on the huge impact of ROSS.
- Position descriptions are outdated and the committee is working on new ones.
- Dispatch Centers in the Rocky Mountain area (RMA) will test a new program for workload analysis. The program will determine appropriate staffing levels and fair share costs so units can adequately support Dispatch Centers. John Glenn asked Chris if she would develop an issue paper with some key points for RMCG to look in to. Len Dems encouraged Dispatch Center liaisons to get more involved and work with the Local Boards.

Action Items for Thursday: Dispatch PDs, Dispatch Staffing Levels, ADs on IMTs

- Operations Committee – Ken Kerr

- Certification of Interagency Hotshot Crew (IHC) at Durango went well and should be finished this week.
- Long range business plan – Developing a Team selection process to be sanctioned by RMCG
 1. Develop outline – January – May 2
 2. Complete
 3. Cooperate with other media field experts and other committees
- Position Needs Analysis – Work with other committees to develop along range picture of where we will go with a position needs analysis.
- Look at the available of and ability to provide S-420 training.

Action Item for Thursday: S-420 training in the RMA



- Fuels and Fire Use – Mike Frary

- The Fuels and Fire Use committee needs a member from the National Park Service.

- Plan of Work

- 1. Interagency burn plan format
 2. Working with the FMOs to identify specialty items used for prescribed fire and their location.
 3. Working on a Complexity Analysis

- Training instructors are very difficult to find. There are plenty of students out there who need the classes but there are no instructors.

- Two agencies are looking at funding a Fire Use Module. The Module would be different than the Type II team in that it would suppress and/or manage the fire.

- Training – Jim Strain

- The Training Committee has 15 active people. Ten of those people are the zone training coordinators from each Dispatch zone.

- Plan of work:

- 1. Focus on 300-400 level training in the RMA.
 2. Develop and maintain MOUs with colleges in the RMA to provide NWCG training.
 3. Just completed a training needs analysis. They are finally starting to see people move up with training and experience. Still a lot of people that need 300 and 400 level courses.

- Requests for RMCG:

- 1. The Committee needs a USFS representative at the regional level.
 2. Need a more active representative from Colorado State Forestry.
 3. Need to centralize the focus on RMA training; need a training facility; wildfire academies are overloaded with waiting lists for 200 level training.

- Incident Business Management – Paulicia Larsen, Kermit Johnson

- Plan of Work

- 1. AD Pay Plan with National AD5 rates
 2. Interagency Incident Business Management Handbook revisions, due in 2004
 3. Days Off (R & R) and Work/Rest (2:1)
 4. Supplemental foods
 5. Length of Assignment
 6. Hiring relatives (on fire) – guidelines in chapter 20
 7. Incident driving hours
 8. All Risk involvement
 9. State and Federal Agreements
 10. DOT training for inspectors
 11. Contracting issues
 12. New land use agreement form

- Information/Education – Scott Woods

- The Committee is developing a Delegation of Authority so there is coordination between Information people and the IMTs.

- They are working on identifying roles and responsibilities for who reports to whom.

- There seems to be an ordering conflict between a Prevention Tech. and Information person.





Training Committee Charter, Jim Strain

- The new charter for the Training Committee was presented to RMCG for approval.

[Decision:](#) Training Committee charter was approved and signed by John Glenn.

- Jim Strain briefed RMCG on the Ponderosa Fire Camp in Colorado. The camp wants to provide 100-200 level fire training to Volunteer Fire Departments and contractors. The Training Committee has reviewed a proposal from the camp and has drafted an MOU. Bill Wallis said the camp must have a responsible sponsor to monitor and make sure NWCG standards are being met. [Jim will send the MOU to RMCG for review.](#)

[Agenda item for the future meeting:](#) [Ponderosa Fire Camp](#)

[\(Agenda item for the future meeting: Tiller Fire accident report – Jim Krugman will write a paper following up with the Pacific Northwest.\)](#)

Functional Analysis, Safe Fire Programs, Inc.

RMCG decided at the January 2003 meeting to examine business practices and meeting management for the coming years. Steve Pedigo, Safe Fire Programs, Inc. (SFPI INC) was selected to conduct a functional analysis for RMCG. The analysis is a way to examine what and how business is being conducted and compares it to how it should be done most effectively. The analysis includes the members, committees and meetings. Results of the analysis were then rated for determining RMCG successes and concerns. [After hearing the presentation RMCG made the following decisions:](#)

1. [Meet in April to reevaluate the mission of RMCG](#)
2. [Negotiate a contract with SFPI INC to lead RMCG through the completion of the Functional Analysis.](#)
3. [Develop an action plan based on the recommendation of the Functional Analysis.](#)

Severity, Len Dams

At this point, there is no great danger of needing severity resources. Len wants to be prepared so if needed; all agencies can coordinate and communicate on an interagency basis to effectively utilize resources. He suggested Severity should be talked about at the Geographical level but wondered at what point it should begin, what is the "tickler" for the discussion? John Glenn said it should start at the local level and be coordinated through the Rocky Mountain Coordination Center (RMACC).

[Decision:](#) [Everyone needs to work on Severity as a Geographical area and encourage Zones to work together for a more coordinated effort and we need to start early.](#)

[Agenda item for the January meeting:](#) [Severity coordination](#)

FEMA and Homeland Security (HO-1)

RMCG discussed a Briefing Paper from Fire and Aviation Management concerning the support of All Risk Incidents. The paper identified some key issues that leadership needs to address and resolve if agencies are to succeed in their respective missions as well as support fire suppression, fire management activities, and all risk incidents. All agreed the paper did a good job of laying out the concerns. It was suggested the all agencies have a "Continuing Operations Plan". Perhaps some language should be added to the agreement. We need to get a feel from the Agency Administrators on what their feelings are and share the information.



Large Fire Cost Containment (HO-2)

Jim Krugman gave everyone a copy of the Large Fire Cost Reduction Action Plan and it was discussed. Effective cost containment needs to be communicated and realistic expectations need to be set by Agency Administrators. [Possibly list this on the MAC priorities board.](#)

Issue Paper – S-420 Selection Priorities, Ken Kerr (HO-3)

The Operations Committee is looking for guidance from RMCG on priorities for making selections for S-420 candidates.

Decision: RMCG will give the Operations Committee some guidelines for prioritizing S-420 candidates for selection. Guidelines are:

1. NWCG standards will be the foundation for qualification requirements for S-420 selection.
2. Type 1 and 2 Command and General Staff in the RMA are the priority.
3. Provide a balance of interagency mix.

-Operations Committee will write up a paper for RMCG to approve. Due date: [April 23, 2003](#)

-The Operations Committee and Training Committee will work together to develop something that addressed training for Type 3 teams that deal with the high intensity urban interface fires.

Dispatch Staffing Issue

RMCG discussed what they could do to address the Dispatch Center staffing issue.

Decision: RMCG deferred the issue until after the ROSS scenario. After the scenario we will know if implementation is really an issue for this year.

MAC Coordinator, Len Dems

Len Dems will contact Dan O'Brien to confirm availability for the MAC exercise and training April 22nd.

Go/No Go, Len Dems

Len supports a Go/No Go checklist. [Len will coordinate getting this completed.](#)

GACG/NWCG Joint Meeting, Len Dems

The joint meeting is coming up May 13th – 15th in Boise. Is there anyone available to attend? [Members will check their calendars and notify Len.](#)

Internet Service, Steve Hart

Steve Hart is proposing RMCG approve the IMTs to purchase high speed, wireless internet service for the upcoming fire season. Many of the incidents sites have limited Internet access capabilities while the need for Internet service is increasing.

Decision: RMCG requested Doug Wagner complete an issue paper identifying the need and some approximate costs to be discussed at the next meeting.

Incident Business Management, Ray Weidenhaft

There was a Business Management workshop put on by Sue Muir. When things like that occur, what is the best way to get the information out to everyone? [Sue and Ray will develop a briefing paper on the subject. Agenda item for the future meeting: Sharing information on Incident Business](#)



Miscellaneous Discussion:

Darrell Ausborn – Their main concern is getting the Type 2 crews out. They are available for fire or all risk.

Jim Krugman –

- The Operations Committee will present a paper (through him) at the next meeting concerning S-420 selection priorities.
- Still hope to get the San Juan hotshots certified this year.
- Diana Petera asked RMCG if they would like her to continue as Buying Team Coordinator.

Decision: RMCG would like her to continue. Jim Krugman will let her know.

Bill Wallis – Decertified the Craig hotshots. They were given until May to meet the Interagency Hotshot Operating Guidelines (IHOG) requirements.

Comments and Suggestions for next Spring Meeting

- When we meet with a certain group, dismiss all others not on the group.
- Have a dedicated person to assist with the Power Point presentations and operations.
- Draft an evaluation for the Spring Meeting.

** Action Items from 03/31/03** - Cheyenne, Wyoming					
ITEM #	ACTION ITEM 1	DUE 2	RESPONSIBLE 3	STATUS 4	PAGE 5
1.	Develop an issue paper with key points for RMCG to consider concerning Dispatch staffing.	ASAP	Chris Buckman	C	3
2.	Develop and present MAC training for the local zone MACs.	ASAP	RMCG, Training Comm. Dispatch Comm.	P	5
3.	Work with their Dispatch Center zone boards on MAC training.	ASAP	Liaisons	P	5
4.	Get various agency training people together to discuss the GATR Rotation.	Fall 2003	RMCG	P	5
5.	Send draft of the MOU for Ponderosa Fire Camp to RMCG for review.	ASAP	Jim Strain	P	5



6.	<u>Functional Analysis:</u> Meet in April to reevaluate the mission of RMCG.	April 22	RMCG	C	6
	Negotiate a contract with SFPI NC lead RMCG through the completion the Functional Analysis.	Prior to Apr.22	Jim Krugman, RMCG	C	6
	Develop an action plan based on the recommendation of the Functional Analysis.	4/23/03	RMCG	C	6
7.	Continue to work on developing a more coordinated effort dealing with Severity. Begin in January, 2004	January, 2004	All agencies and cooperators in the RMA	P	6
8.	Give the Operations Committee some guidelines for prioritizing S-420 candidates for selection.	4/03/03	RMCG	C	6
9.	Operations Committee will write a paper outlining priorities for S-420 selections for RMCG to approve.	04/23/03	OPS Comm	C	7
10.	Develop something to address training for Type 3 teams that deal with the high intensity urban interface fires.	ASAP	OPS Comm Training Comm	P	7
11.	Check calendars to see if you are available to attend the joint GACG/NWCG meeting in May.	ASAP	RMCG	P	7
12.	Coordinate completing a Go/No Go Paper.	ASAP	Len Dems	P	7



13.	Complete an issue paper identifying the need and some approximate costs of high speed Internet service for RMA Teams.	04/22/03	Doug Wagner	C	7
14.	Develop a briefing paper on how information from Incident Business workshops and meetings will be sent out.	ASAP	Sue Muir, Ray Weidenhaft	P	7
15.	Notify Diana Petera that RMCG would like her to continue as Buying Team Coordinator.	ASAP	Jim Krugman	P	7